INDUSTRIAL
PRETREATMENT COORDINATOR

Definition

The Industrial Pretreatment Coordinator (IPC) is designated by the City to implement the State approved Industrial Pretreatment Program as directed by the Superintendent of Public Works. He/she is charged with certain duties and responsibilities by the Superintendent of Public Works, by the Sewer Use Ordinance, and/or by State and Federal regulations. Works with minimal supervision using a high level of initiative and judgment in planning and implementing the City's approved Industrial Pretreatment Program. Regularly makes decisions and solves problems that are non-routine and complex in nature. Keeps the Supervisor of Public Works informed of any problems and potentially controversial matters that may occur. This employee must have and keep current a Grade 3 (or 4) Wastewater Treatment Certification to hold this position. This employee, being a certified wastewater treatment plant operator by the State of Tennessee, is legally bound to administer the Industrial Pretreatment Program in a manner that will meet all local, State, and Federal requirements. Must have a strong, in-depth, working knowledge of all aspects of wastewater collection and treatment. He / she must be able to interpret the data resulting from the field observations as well as laboratory tests run on industries and report these finding and make recommend a course of action to the Superintendent of Public Works. Must keep up-to-date records as required on the daily work activities conducted. He/she shall reports directly to the Superintendent of Public Works. He/she may receive general direction from, and have their work reviewed at any time by, the Superintendent of Public Works. He/she must be able to interpret the data gathered from daily operational observations and laboratory testing and make adjustments to the WWTP operations in an effort to keep the WWTP in compliance with its NPDES permit. This employee will work closely and keep updated concerning all relevant industrial activities both the Supervisor of Wastewater Treatment and the Supervisor of Collections.

Essentials Functions of the Job

1. Will perform office work, in conjunction with the Wastewater Administrative Assistant, related to the daily administration of an Industrial Pretreatment Program. This includes the issuance of Industrial Permits, the review and approval of industrial pretreatment facility plans, billing for various pretreatment related activities.
2. Will conduct industrial inspections, sampling, and surveillance as required. Some industrial pretreatment work will require this employee to be outside and away from the wastewater treatment plant.
3. Prepare a variety of standard Industrial Pretreatment reports as required by City, State, and Federal regulations.
4. Review industrial data gathered by observation and laboratory testing for violations and issue NOV's - Notice of Violations as needed.
5. Will recommend and administer various enforcement action(s) as stipulated by the City's Enforcement Action Plan and as directed by the SPW. These actions include but are not limited to the following examples, Cease & Desist Order, Compliance Order, Consent Order, Show Cause Order, and/or Emergency Termination of Service Order.

6. May be asked participate in the daily operation and maintenance of the WWTP, if required due to an emergency situation, (i.e. all or most WWTP personnel injured or sick, etc.).
7. Complete office/laboratory other paperwork, at the WWTP, as required by its daily operation.
8. Help in the Prepare a variety of standard WWTP reports as required by City, State, and Federal regulations.
9. Must be able to occasionally modify routine operations and develop new techniques in an effort to maintain the daily operation of this facility within permitted limits.
10. Work closely with the Supervisor of Wastewater Treatment, the Collection and any other people (i.e. consulting engineers) in an effort to assure the City's continued compliance with its NPDES permit and any other State or Federal regulations.

Knowledge, Skill and Abilities Required

1. Comprehensive knowledge of the principles, practices, methods, techniques, and equipment used in the operation of a wastewater treatment plant.
2. Knowledgeable of current laws, rules, and regulations concerning wastewater treatment and industrial pretreatment issues.
3. The ability to generate reports from data gathered in the daily operation of a wastewater plant.
4. Able to communicate effectively.
5. General knowledge of office equipment, computer equipment, general filing techniques.
6. Must have a strong understanding of the purpose and use of laboratory procedures and equipment used in wastewater treatment.
7. Must have a strong understanding of environmental field survey and analytical techniques.
8. Proficient in the operation of light duty trucks. Some short trips to Nashville, training seminars, etc., may be required.
9. General knowledge of maintenance procedures and practices including electrical, mechanical, pumps, and monitoring systems commonly used in wastewater treatment.
10. May be exposed to moving parts, loud noises, fumes, chemical & biological hazards, and extreme conditions of weather.
11. Should be familiar with the operation and use of safety procedures and equipment generally used in wastewater collection systems and treatment plants. Must be able to use self-contained breathing apparatus, confined space and other safety equipment.
12. Ability to lift 50 pounds. Possess dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment

Qualifications

1. Standard High school Diploma or valid GED.
2. Must pass a physical examination and drug screen.
3. Must have a good work and attendance record.
4. Must possess a valid Tennessee Class D Driver's license.
5. Must possess a valid Grade 3(or 4) Tennessee Wastewater Treatment Certification.
6. 3 years of wastewater treatment experience in a Grade 3 or above facility.

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